

# Award of construction contract Request for concurrence in procedures

(Sender's Address)

Subject: (Name of Project)  
Project #: (E-XXXX)

Dear (NCDOT Transportation Engineer, Program Consultant, or Contract Administrator):

Enclosed are the following items: final engineer's estimates, bid tabulation sheets for the subject project and a copy of the City/Town/County resolution.

The final engineer's estimate is (\$XXX,XXX.XX). The low bid was submitted by (name) in the total amount of \$XXX,XXX.XX. This bid was (XX.X%) (higher/lower) than our final engineer's estimate. [Note: if the low bid is more than 10% higher than the final engineer's estimate, justification should be provided either as to why the estimate is low (i.e. current materials prices are higher than originally estimated) or why the bid should be accepted, rather than re-bid.]

Accordingly, we have recommended that the City/Town/County of (Name) accept this bid and award the contract to (Name of recommended low bidder) after NCDOT review and approval.

Bid Tabulations and percentages over/under the final engineer's estimates are as follows:

Name(s) of Bidders	Total	Difference*
ABC Company	\$XXX,XXX.XX	-X.X%
XYZ Company	\$XXX,XXX.XX	+X.X%

A Disadvantaged Business Enterprises goal was established at (X%) for this project and was (achieved/not achieved) by the low bidder.

The contract date of availability shall be [typically] upon written notice to proceed and the completion date shall be (number) calendar days after written notice to proceed. Liquidated damages shall be assessed at (\$XXX) per calendar day.

We have conducted an item-by-item review of the bids and have concluded that (name of recommended low bidder) has properly prepared its bid with no irregularities and no questionable prices.

By signing this letter the City/Town/County certifies that all applicable federal and state guidelines and policies were followed in the bid process.

We request that the NCDOT review the bid package and the City/Town/County of (Name) resolution to award the construction contract to the lowest responsible bidder—(name of low bidder) and validate that the correct procedures were followed.

**Note to award recipient:**

1. If the federal participation (**Is this total funding, not Fed. Participation?**) equals or exceeds \$1.2 million, then the NCDOT Board of Transportation must approve the "Request for Award" at a regularly scheduled meeting. Adequate processing time must be allowed to prepare the information for Board approval. This request for concurrence, and if applicable, one complete set of good faith effort documentation (see contract provisions for Good Faith Effort reporting requirements) and nine (9) copies of this information must be received by State Contractual Services Engineer no later than 12:00 noon (**insert approved time frame**).

2. If the federal participation (**Is this total funding, not Fed. Participation?**) is less than \$1.2 million, the NCDOT Transportation Engineer or Program Consultant may provide the NCDOT Concurrence with bid procedures without formal Board of Transportation action.

You can expect to receive feedback on your request within **(insert time frame)**.

Sincerely,

(Name of Award Recipient Project Manager)